

# John Juarwel

5353 Cane Ridge Road Apt # 104. Nashville, TN 37013• Phone:662- 701- 0318• E-mail: johnjuarwel@rocketmail.com

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## EDUCATION

- 2009—2012**      **The University of Mississippi, Oxford, MS, USA**  
*Bachelor of Arts*  
*Major: Philosophy & Minor: Religion*
- 2007—2009**      **Bryan College, Dayton, TN (two years of study), USA**  
*Major in Biblical Studies & Minor in Communication*
- 2006—2007**      **Makerere University, Kampala, Uganda (one year of study), AFRICA**  
*Statistics & Population Studies*
- 2002—2003**      **Caltec Academic Makerere, Kampala, Uganda, AFRICA**  
*Advanced Certificate of Divinity, Economics & Geography (DEG)*  
*Equivalent to Associate of Arts Degree*
- 1998—2003**      **Greater Grace Bible College, Kampala, Uganda, AFRICA**  
*Diploma in Theology*

## WORK EXPERIENCE

- 2014—PRESENT**      **Metropolitan Government of Nashville & Davidson County, Nashville, TN, USA**  
**Department of Law**  
Paralegal
- Assist six Attorneys in Client Advice
  - Organized & created files
  - Printed & mails letters
  - Help Attorneys to do research
  - Help in drafting letters
  - Assist in all office works
- 2014—2014**      **Delta/Koch Filter, Louisville, KY, USA**  
Warehouse Supervisor
- Operate many machines
  - Assign team members tasks
  - Prepare labels & schedules
  - Supervisor/acting as manger
  - Help manger in planning & implementation of policies
  - Prepare the report at the end of shift
- 2011—2012**      **Zappos.com/Amazon Fulfilment Center, Shepherdsville, KY, USA**  
Warehouse Lead
- Returns & ISS Department W2.5 & W1 Building Respectively
  - Processor
  - Problem solver
  - Count inventory in Process Health Service (PHS) Ware House
  - Assign team members tasks & monitoring
  - Prepare beginning & end of shift reports

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**2009—2010**

**Department of Housing, University of Mississippi, Oxford, MS, USA**

*Desk Receptionist*

- Assisted 400+ students and their visitors
- Answered phones and maintained records

**2009—2010**

**Student Media, University of Mississippi, Oxford, MS, USA**

*Student Media Assistant*

- Assisted in organizing and filming events
- Recorded political archives at J.D. Williams library

**2006—2007**

**Government of South Sudan (GOSS) Juba, South Sudan, AFRICA**  
**Demining Commission**

*Administrator/Logistics Officer*

- Administered the logistics activities for ten states of GOSS
- Administrative work at the Head Office in Juba

**2002—2006**

**Ayual Community Development Association, Kampala, Uganda, AFRICA**

- President and Class captain at Makerere University and at Makerere Progressive Secondary school (2006-2007 & 1999-2001 respectively).

## SKILLS

- Fluent in English, Dinka & Arabic
- Microsoft Office: Word, Excel, PowerPoint & Access